

CITY OF CINCINNATI - CERTIFICATE OF RECORDS DISPOSAL

I hereby certify that the records listed and any attachments are being disposed of according to the time periods stated on the approved Schedules of Records Retention and Disposition (Forms RC-2 and/or RC-2E) or Applications for One-Time Disposal of Obsolete Records (Forms RC-1 and/or RC-1E) listed below. No record will be knowingly disposed of which pertains to any pending case, claim, action, or request. In addition, microfilm created in place of any original record listed will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies.

Date _____

Telephone

[illegible]

[illegible]

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